

MISSOURI DEPARTMENT OF TRANSPORTATION

GENERAL SERVICES

830 MoDOT DRIVE --- P.O. BOX 270

JEFFERSON CITY, MO 65102

REQUEST NO.	1-050414		
DATE	March 30, 2005		
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SEALED BIDS, SUBJECT TO THE CONDITIONS ON THE REVERSE SIDE HEREOF WILL BE RECEIVED AT THIS OFFICE UNTIL

2:00 p.m. Local Time April 14, 2005

AND THEN PUBLICLY OPENED AND READ FOR FURNISHING
THE FOLLOWING SUPPLIES OR SERVICES.

QUOTATIONS TO BE BASED F.O.B. MISSOURI
DEPARTMENT OF TRANSPORTATION
Jefferson City, MO

DEFINITE DELIVERY DATE MUST BE SHOWN. SIGN AND RETURN BEFORE TIME SET FOR OPENING. ALL BIDS MUST BE EXTENDED AND TOTALLED.

BUYER: Brenda Tyree

BUYER TELEPHONE: 573-751-7482

ITEM NO.	SUPPLIES OR SERVICES	MFG. NO. OR BRAND	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Incoming Parcel Tracking System, to meet the attached specifications.					

Submit net bid as cash discount stipulations will not be considered.

NOTE: For bid to be considered, the attachment entitled **"PREFERENCE IN PURCHASING PRODUCTS"** must be on file in this office and must be in the current calendar year.

NOTE: The attachment entitled **"MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT"** certifications of compliance must be completed and submitted with your bid.

(SEE LAST PAGE FOR CONDITIONS AND INSTRUCTIONS)

In compliance with the above invitation for bids, and subject to all conditions thereof, the undersigned offer and agrees to furnish and deliver any or all the items on which prices were quoted within _____ days after receipt of formal purchase order.

Date: _____
Telephone No.: _____
Fax No.: _____
Federal I.D. No. _____

Firm Name: _____

Address: _____

By (Signature): _____

Type/Print Name _____

Title: _____

1. CONTRACTUAL REQUIREMENTS

1.1 General Requirements:

- 1.1.1 The contractor shall provide an Incoming Parcel Tracking System for the Missouri Department of Transportation (hereinafter referred to as the "state agency") located at 1320 Creek Trail, Jefferson City, Missouri, in accordance with the provisions and requirements stated herein.
- 1.1.2 Unless otherwise specified herein, the contractor shall furnish all material, labor, equipment, and supplies necessary to provide the equipment required herein.

1.2 Performance Requirements:

- 1.2.1 The contractor shall provide the state agency with a new Incoming Parcel Tracking System, complete with installation and training.
- 1.2.2 The contractor's Incoming Parcel Tracking System must:
 - a. Track all parcels and packages from the point at which the package is delivered by the carrier, to the point at which it is delivered to the intended recipient.
 - b. Confirm packages that are dropped off by the carrier and accept packages into the system at the receiving workstation.
 - c. Provide email notification to the recipients that a package has been received in the mailroom.
 - d. Electronically capture the actual signature of the recipient for future proof of delivery.
 - e. Store package information into a permanent database for retrieval and reporting.
 - f. Sort packages with internal delivery/routing instructions automatically.
 - g. Create delivery routes and detailed package manifests for delivery persons to follow.
 - h. Print a customized label for each package with a unique bar coded identification number for internal tracking and delivery.
 - i. Allow for the scanning of the package unique bar code ID number and record the recipients' signature to the number for detailed proof of delivery.
 - j. Utilize a web-based Intranet user interface for desktop tracking of a packages internal delivery status, for scheduling pick-ups at employee offices and for sending an alert to the mailroom to be on the lookout for an important package.
 - k. Have voice activation capabilities.
 - l. Have a digital graphics import utility for electronic pictures of damaged packages.
 - m. Include three hand-held electronic portable devices for capturing the recipients signature, with docking station.
 - n. Include one barcode wedge scanner.
 - o. Include one thermal label printer.

- p. Include software.
- q. Include PC with 17-inch monitor and keyboard.
- r. Automatically import employee's name and location database.
- s. Have user-friendly data entry screens and navigation tools.
- t. Be custom programmed to sort packages by delivery route automatically, create routes for each delivery person and print a customized internal delivery label. Such delivery label shall include: Recipients name, location or mail stop, unique bar-coded identification number and 10 Custom Fields.

1.3 Invoicing and Payment Requirements:

- 1.3.1 The contractor shall submit an invoice to the following address for the completion of all deliverables as specified herein:

Missouri Department of Transportation
Controller's Office
105 W. Capitol Ave.
P.O. Box 270
Jefferson City, MO 65102

- 1.3.2 The contractor shall be paid in accordance with the firm, fixed price(s) stated on the pricing page of this document after completion of all deliverables specified herein and acceptance by the state agency.
- 1.3.3 Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever.

2. BID SUBMISSION INFORMATION

2.1 Submission of Bids:

- 2.1.1 The bidder should include three (3) additional copies along with their original bid, for a total of four (4). The front cover of the original bid should be labeled "original" and the front cover of all copies should be labeled "copy".
- a. Both the original and the copies should be printed on recycled paper and double sided. All bids and copies should minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, binding, and glue bound materials.
 - b. The bidder should include completed copies of each Exhibit and any other requested or required information with the mailed response.

2.2 Evaluation and Award Process:

- 2.2.1 After determining that a bid satisfies the mandatory requirements stated in the Invitation for Bid, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the bid in accordance with the evaluation criteria stated below:
- a. Cost 40 points
 - b. Experience and Reliability 30 points
 - c. Technical Features and Specifications – Hardware & Software 30 points

2.3 Evaluation of Cost:

- 2.3.1 The objective evaluation of cost shall be based upon the firm, fixed prices stated on the pricing page of this document.

Cost points shall be calculated based on the sum from the above calculation using the following formula:

$$\frac{\text{Lowest Responsive Price}}{\text{Compared Price}} \times 40 = \text{Cost score points}$$

- a. Bidders shall agree and understand that the quantities used in the evaluation of cost are provided solely to document how cost will be evaluated. The State of Missouri makes no guarantee regarding the accuracy of the quantities stated nor does the State of Missouri intend to imply that the figures used for the cost evaluation in any way reflect actual nor anticipated usage.

2.4 Evaluation of Bidder's Experience and Reliability:

- 2.4.1 Experience and reliability of the bidder's organization are considered subjectively in the evaluation process. Therefore, the bidder is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this IFB.
- 2.4.2 The bidder should provide, on Exhibit A or in any other format, the following information related to previous and current services/contracts performed by the bidder's organization and any proposed subcontractors which are similar to the requirements of this IFB, which shall include a list of all Direct Shear and Residual Shear Soil Testing Systems installed by the bidder within the past year. If the contact person listed on Exhibit A is not available or is otherwise unable to be reached during the evaluation, the listed experience may not be considered.
- a. Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
 - b. Dates of the service/contract; and

- c. A brief, written description of the specific prior services performed and requirements thereof.

2.5 Evaluation of Technical Features and Specifications – Hardware and Software:

- 2.5.1 Technical Features and Specifications – Hardware and Software are considered subjectively in the evaluation process. Therefore, the bidder is advised to submit any information which documents the feature descriptions provided as well as review of the users manuals, and if available, demonstration versions of all proposed software related to the requirements of this IFB. Failure to provide such information may result in the bid being rejected.
- 2.5.2 The bidder should provide, on Exhibit B or in any other format, the information related to the technical features and specifications – Hardware and Software being proposed by the bidder.
- 2.5.3 In presenting the Technical Features and Specifications – Hardware and Software, the bidder should submit or describe the following:
 - a. a copy of the users manuals and, if available, demonstration versions of all proposed software.
 - b. a complete description of the systems and components being proposed.
 - c. manufacturers literature describing the features and capabilities of the systems and components, which provide proof that the products being proposed meet or exceed the specifications specified herein. Statements made by the bidder that are not supported by published literature shall not constitute satisfactory proof and shall not be accepted.
 - d. where each specification is met or exceeded by referencing the number, indexing and highlighting the corresponding information on the documentation furnished.
 - e. a list of all utility requirements and other customer responsibilities necessary for installation and operation of components supplied.

3. PRICING PAGE

- 3.1** The bidder shall provide the following firm, fixed prices for providing the equipment/services in accordance with the provisions and requirements of this IFB. All costs associated with providing the required equipment/services shall be included in the stated prices.

<u>Item #</u>	<u>Description</u>	<u>Firm, Fixed Price</u>
001	Incoming Parcel Tracking System	\$ _____

EXHIBIT A**PRIOR EXPERIENCE OF BIDDER**

The bidder should copy and complete this form for each reference being submitted as demonstration of the bidder and subcontractor's prior experience. In addition, the bidder is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Bidder/Subcontractor Name:	
Reference Information (Prior Services Performed For:)	
Name of Reference Company:	
Address of Reference Company:	
Reference Contact Person Name:	
Contact Person Phone #	
Contact Person e-mail address:	
Dates of Prior Services:	
Dollar Value of Prior Services	
Description of Prior Services Performed	

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by the State of Missouri for additional discussions regarding my/my company's association with the bidder referenced above:

Signature of Reference Contact Person

Date of Signature

EXHIBIT B

TECHNICAL FEATURES AND SPECIFICATIONS – HARDWARE AND SOFTWARE

The bidder may use this form, or any format desired, to present a description of the technical features and specifications -- hardware and software being proposed, as specified in this Invitation for Bid.